



## **COUNTY OF LOS ANGELES – DEPARTMENT OF HEALTH SERVICES OFFICE OF NURSING AFFAIRS**

### **Information Systems Analyst II**

The Office of Nursing Affairs is currently seeking an experienced Information Systems Analyst to fill the position of an Information Systems Analyst II. This position reports to Nursing Management at Office of Nursing Affairs. This position will define business rules and functions, analyze requirements, design functional systems, specification, test, and coordinate the implementation of new and ongoing electronic systems and databases.

#### **Minimum Requirements:**

Graduate from an accredited college or university with a bachelor's degree in Computer Science, Information Systems, or a closely related field and one (1) year of recent, full-time, paid experience in information systems analysis and design in a centralized information technology organization –OR- One (1) year of experience at the level of Information Systems Analyst I –OR- Two (2) years of recent, full-time, paid experience in information systems analysis and design in a centralized information technology organization.

#### **Responsibilities include but are not limited to:**

- Ability to meet departmental requirements, and user's functional and technical requests.
- Performs workflow, cost, constraint, and benefit analysis.
- Meets user's business rules and project requirements for new systems, enhancements and ongoing electronic systems and databases.
- Researches, and evaluates electronic system and database for enhancements.
- Prepares and addresses data requirements, algorithms, user functions, forms, reports, workflow, interfaces, security needs, audit requirements and business continuity standards.
- Uses computer software programs such as Microsoft Word, Excel, Power Point, Visio, Publisher and Access.
- Develops and implements databases using commercial software such as Microsoft Access.
- Uses databases such as GHX, DO NOT SEND, One-Staff, CDMS, and Lotus Notes.
- Implements changes, maintains and manages the Office of Nursing Affairs Intranet and Internet websites.
- Enters, posts, maintains and removes outdated: information, bulletins and documents on the Office of Nursing Affairs website.
- Generates, monitors, aggregates, tracks, trends and maintains the Office of Nursing Affairs nursing control statistics and data, on annual, quarterly, and monthly reporting bases.
- Conducts data entries, and retrieves data from various databases to generate timely nursing and Board of Supervisors reports.
- Imports and exports data from numerous databases to generate specific nursing reports.
- Performs analysis of generated reports to identify and/or resolve application problems.
- Monitors system and database compliance with established nursing and Information System policies, procedures, guidelines, plans and standards.
- Screens, and prioritizes workflow based on the needs of the service.
- Collaborates, develops and maintains project plans and timely reporting.
- Maintains a systematic (manual and electronic) filing system of sensitive and confidential documents and materials.
- Monitors contractor's performance.
- May supervise the Information Systems Analyst I.
- Other Information Systems Analyst functions/tasks as assigned.

All interested applicants must satisfy all Civil Service Exam requirements for the Information System Analyst II Job Specifications. Applicants must be current and reachable on the Information System Analyst II certification list or interested in a lateral transfer.

Interested applicants need to submit a cover letter indicating interest, current resume, last two years performance evaluations and last two years of time records to:

Grace Ibanez, RN  
Office of Nursing Affairs  
313 N. Figueroa St Room 904  
Los Angeles, CA 90012